

N.B. This RFTOP is being issued as a sole source to CCC because it is to continue and complete on-going projects until a competitive process can be conducted. AMR

PART I B REQUEST FOR TASK ORDER (TO) PROPOSALS

RFTOP #93 TITLE: LOGISTICAL SUPPORT FOR THE NATIONAL ADVISORY COUNCIL FOR HUMAN GENOME RESEARCH.

A. POINT OF CONTACT NAME: Anthony Revenis

Phone: 301- 402-3073

Fax: 301-435-6101

Proposal Address:
6011 Executive Blvd. Rm 529S
Rockville, MD 20892-7663
Bethesda, MD 20892-2045

Billing Address:
Accounts Payable, OFM, NIH
Bldg 31, Room B1B39

B. PROPOSED PERIOD OF PERFORMANCE: One year, beginning September 1, 2002

C. PRICING METHOD: CPFF

D. PROPOSAL INSTRUCTIONS: Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

E. RESPONSE DUE DATE: 7 days from receipt of RFTOP.

F. TASK DESCRIPTION:

Statement of Work

Services to be provided under the new task order include the following:

- 1) Provide site selection - Select a meeting site in coordination with the Task Initiator and prepare a site contract;
- 2) Coordinate travel - Coordinate travel arrangements for supported out-of-town participants for the meetings, including ground transportation to and from airports or train station;
- 3) Coordinate lodging - Secure lodging for supported out-of-town meeting participants and meeting space;
- 4) Prepare premeeting materials - Contractor will prepare premeeting mailings and meeting aids such as name badges and directional signs as requested by the Task Initiator. CCC will also prepare meeting packets to be delivered to the meeting site. NHGRI will provide all materials needed to develop the meeting folders;
- 5) Coordinate breaks - When requested, contractor will arrange for coffee breaks and light refreshments, subject to restrictions on the expenditure of Federal appropriated and gift funds;
- 6) Coordinate audiovisual requirements - Contractor will work with Task Initiator to determine AV needs and make appropriate arrangements at the meeting site;
- 7) Provide onsite support - Provide onsite support for the meetings as requested;

8) Prepare meeting products - Assist in the preparation and distribution of reports generated by the meetings;

9) Reimburse participants - Process reimbursement vouchers and reimburse sponsored participants for per diem and transportation expenses associated with the meeting;

10) Provide detailed cost breakdowns - Following each meeting, contractor will provide the Committee Management Officer, NHGRI, with a breakdown of funds spent in support of Advisory Council activities in a timely fashion and in a format to be determined by the Committee Management Officer.

G. EVALUATION FACTORS

1. EXPERIENCE:

2. STAFFING:

3. COST:

TO # NICS-#93

TITLE: LOGISTICAL SUPPORT FOR THE NATIONAL ADVISORY
COUNCIL FOR HUMAN GENOME RESEARCH.

PART II - CONTRACTOR'S REPLY:

CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method T&M

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____

Signature

Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS
FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS
REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX # Signature - Project Officer Date

APPROVED: _____

FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR
ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE
CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____
Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator Date